

Department Name: Monroe County Government - Technical Services Department

Position Title: GIS Coordinator

Position Summary: The individual selected for this position will serve as the Geographic Information System (GIS) Coordinator for Monroe County Government, responsible for managing, maintaining, and coordinating activity relating to geographic information systems. The GIS Coordinator manages Monroe County's geospatial data layers for GIS, including creating and maintaining GIS feature data and associated databases, developing procedures and processes for maintaining GIS data, and planning and assisting in implementation of GIS software updates and strategic development. The incumbent also assists County GIS users as needed, including assessing user needs and developing applications, analyzing feature data and attributes for County departments, and diagnosing and fixing software problems. Position reports to the Chief Technology Officer/ Director of the Monroe County Government Technical Services Department.

Qualifications: Baccalaureate degree in geography or related field, or equivalent combination of education and previous work experience. Possession of or ability to obtain and retain possession of certification as a GIS professional preferred. Knowledge of County Government systems and operations and the specific computing and programming needs that applies to such systems. Thorough knowledge of GIS related software and hardware, including computer aided mass appraisal (CAMA) and global positioning system (GPS), and ability to apply such knowledge to a variety of interrelated tasks. Working knowledge of county land areas and applicable state and local codes and terminology, with ability to accurately read, interpret, and use land documents. Ability to effectively work with and train employees in GIS use, and communicate with customers and vendors in a courteous, tactful and efficient manner. Ability to create and maintain appropriate documentation. Ability to work with minimal supervision and report status of projects efficiently. Demonstrated high-level proficiency with ESRI ArcGIS Software Suite and Microsoft SQL Server, Website Development and Management, and Microsoft Office products (Word, Excel, Access, Powerpoint, Frontpage and Outlook). Self-starter with the ability to complement our existing high performance technical services team.

Salary: \$45,740.24 per annum. Candidate will receive full county benefits, including health, dental, life insurance, PERF pension, etc.

Deadline for Application: Position open until filled.

Submit Cover Letter, Resume and Three Professional References to:
Larry Smith, Chief Technology Officer
Monroe County Government
Technical Services Department
Courthouse Room 109
Bloomington, IN 47404

Monroe County and Circuit Court offices are open to the public Monday through Friday from 8:00 a.m. to 4:00 p.m., except holidays.

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